Section 23 – Checklists

Add/Modify Non-DoD Person Checklist

(INDUSTRY ONLY)

	Type in person's SSN and select the **Display Add/Modify Non-DoD Person** radio button.
	Click **Display**. You should now be on the **Add/Modify Non-DoD Person** Screen.
	The SSN you added should appear. **Enter** all the information on the person in the blank fields in the first section. Scroll down to third section.
	Select **Category** for the person. Click **Add Category** button (screen will refresh, industry will appear in next section.
	Select **Position**, if any.
	Select **Category Classification**.
	Select **Service Agency** DoD Contractor companies.
	Add your company's affiliation by selecting **Modify Organization**. The organization search screen will appear.
	Within the **Search** section, there is a drop down menu right next to **Organization's Service/Agency**. Click on the drop down menu and scroll down until you see your appropriate Service/Agency. (DoD Contractor companies)
	In the **Organization UIC/RUC/PASCODE/CAGE** box, type in the Code (all Industry Cage codes will be followed by "-I") for which you are establishing the PSM Net. **An asterisk (*) can be used for wild card searches when using 3 or more characters.**
	Click the gray **Search** button.
	Under the **Select Organization Search Results** section, you should see the organization code for which you are establishing the PSM Net.
	From the **Select Organization Search Results** on the organization search screen, click on your **organization code**. The organization code will populate in the Selected Organization field.
	Click on the gray **OK** button.
	This will take you back to the **Add/Modify Non-DoD Person**s screen. The organization code which you selected should now be listed after **Organization/company /Agency.**
	Click the gray **Save** button.
	Click on the **Person Summary** link to check your work.

PSM NET
Adding Person Categories by Organization Checklist

From the "PSM Net Add Organization Person Categories" Screen:

	Click on the gray **Select Organization** button.
	You should now be on the **Organization Search** screen.
	Within the **Search** section, there is a drop down menu right next to **Organization's Service/Agency**. Click on the drop down menu and scroll down until you see your appropriate Service/Agency.
	In the **Organization UIC/RUC/PASCODE/CAGE** box, type in the Code (all Industry Cage codes will be followed by "-I") for which you are establishing the PSM Net. **An asterisk (*) can be used for wild card searches when using 3 or more characters.**
	Click the gray **Search** button.
	Under the **Select Organization Search Results** section, you should see the organization code for which you are establishing the PSM Net.
	From the **Select Organization Search Results** on the organization search screen, click on your **organization code**. The organization code will populate in the Selected Organization field.
	Click on the gray **OK** button.
	This will take you back to the **PSM Net Add Organization Person Categories** screen. The organization code which you selected should now be listed after **Organization**.
	Click the gray **Search** button.
	Under the **Search Result for** section, you will see everyone who, according to the JPAS database, belongs to the organization code you selected.
	Click on the **Add All** button at the bottom of the screen. This adds all categories associated to that organization into your **PSM NET**

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PSM NET
In Processing a Category from the Person Summary Screen Checklist

	Click on **Select Person**
	Enter person's **SSN**.
	Click the **Person Summary** radio button.
	Click the gray **Display** button.
	When the **Person Summary** screen appears**,** make sure the appropriate category is displayed**.**
	Click the **In/Out Process** hyperlink located in the **Person Category Information** section to display the **View/Modify In/Out** screen.
	Enter date in the **In Date** box (Format: YYYY MM DD), or click the calendar and choose the date.
	Next to **Relationship**, click the **Owning/servicing** radio box.
	Click the gray **Save** button.
	Under the **View/Modify Active Relationship(s)** section, the newly established organization code should be listed under **In Date**.

PSM NET
Out Processing a Category from the Person Summary Screen Checklist

	Click on **Select Person**.
	Enter the person's **SSN**.
	Click the **Display Person Summary** radio button.
	Click the gray **Display** button.
	Make sure the correct category is displayed in the **Person Category** text box. If not, click on the drop down menu and highlight the correct category.
	Click the **In/Out Process** hyperlink and the **View/Modify In/Out** Screen will populate.
	Enter the date (Format: YYYY MM DD) in the **Out Date** box under the **View/Modify Active Relationship** section or click on the **calendar** and choose the appropriate date.
	Click on the gray **Save** button and the screen will refresh with the out-process date appearing solid.
	Click on the gray **Cancel** button and it will take you back to the **Person Summary** screen.

Note: If you click on your **PSM Net** and look up the person you just changed, the phrase **Pending Removal** will appear under the **Remove** heading in the far right column. The system will update at midnight EST and the **Pending Removal** notation will be removed.

Indoctrinating Non-SCI Checklist

	Click on the **Indoctrinate Non-SCI** hyperlink to indoctrinate a person.
	There **must** be a date in the "Non-Disclosure Agreement" (NdA) block before JPAS will allow you to grant a person any level of access.
	Below the NdA data field, you will see four (4) tabs identified as **US, NATO, SIOP** and **Nuclear**. If you click on any one of these tabs, the entry fields for that particular tab will appear. For example, when you click on the **US** tab, you will be provided with the entry fields that are appropriate for that tab <u>based</u> on that person's eligibility. In another example, if the person has a final SSBI investigation, you will see entry fields labeled **Attestation**, **Confidential**, **Secret** and **Top Secret**. However, if the employee only has a final NACLC, you will NOT see an entry field for **Top Secret**.
	Click on the **appropriate** tab for your accesses and enter date.
	Once you have entered the date, click on the **Save** button.
	The "entry field" where you entered the date should go away (become solid). Once you click the **Save** button, the only way you can change this date is to "debrief" this person from that access level. Click on the gray **Cancel** button and this will take you back to the "Person Summary" screen (Figure 24a). If you scroll down to the **Accesses** section, you will see the access level.
	Use this same process for indoctrinating personnel who have been briefed for NATO, CNWDI, SIGMA 16, SIOP or Restricted Data.

Indoctrinating SCI Checklist

	To indoctrinate a person, click on the **Indoctrinate SCI** hyperlink.
	NOTE: If the **Indoctrinate** hyperlink does not appear, the person you are trying to indoctrinate has not been assigned to the PSM-Net of your SMO or does not meet eligibility requirements.
	Once at the "Indoctrinate SCI Access" screen, before you can indoctrinate a person into any SCI compartmented program, you must first ensure that the person has signed both the "Non-Disclosure Agreement" (NdA) and the "Non-Disclosure Statement" (NdS). Enter the dates (Format: YYYY MM DD) in which the person signed both the NdA and the NdS in the appropriate entry field.
	Below the NdA & NdS data field, you will see SCI compartmented program designators listed. Each designator has an entry field immediately to the right.
	Enter the date in the entry field for the compartments for which the person has been briefed.
	Once you have entered the date, click on the **Save** button.
	The "entry field" where you entered the date should go away (become solid). Once you click the **Save** button, the only way you can change this date is to "debrief" this person and then re-indoctrinate. (Refer to the JPAS JCAVS Desktop Resource, Section 9 – "How to Debrief")
	Click on the gray **Cancel** button to return to the "Person Summary" screen. If you scroll down to **SCI** in the **Accesses** section, immediately to the right of "Access" you will see the compartmented program designators indicating that the person has been briefed.

Debriefing Accesses Checklist

	To debrief a person, click on the **Debrief Non-SCI** or **SCI** hyperlink. If there were no accesses assigned, this hyperlink will not appear.
	A list will appear containing all the "accesses" for which the person is currently indoctrinated.
	Enter a Debrief Date and select a Reason for Debrief from the drop down box. If you do not select a reason for the debriefing, you will receive a dialog box indicating the system will not perform the debriefing.
	NOTE: You will notice that the choices listed in the Reasons for Debrief drop down box are generally more applicable for those in the military. For example, there is no reason code for Multiple Facility Transfer (MFT); however the "Permanent Change of Station" could be used as a work around.
	Click the gray **Save** button and the access is removed.
	Click on the gray **Cancel** button and the screen will return to the person's "Person Summary" screen.
	View the Access Histories after Debriefing.

RRU Checklist

	Click on the **Request to Research/Upgrade Eligibility** (RRU) hyperlink.
	The **Request to Research/Recertify/Upgrade Eligibility** screen should appear.
	In the **Justification** text box, enter details of the request along with your telephone number.
	Click on **one** of the three **radio buttons** that are available (4 radio buttons for Industry).
	Click on the **Select the CAF to receive the request** drop down menu and select the appropriate CAF to which you want to send the RRU.
	Click the gray **Save** button.

Security Professional e-QIP Checklist

REVIEW (Pre-condition)				
e-QIP Quick Reference Checklist	**Yes**	**No**	**Not Required**	**Comments**
Do I have investigation request permissions (review)?	☐	☐	☐	Contact your JCAVS account manager for changes. JPAS/JCAVS Desktop Resource Section 3
Am I in the initiating JCAVS SMO? Cross check your information on Welcome screen and the Investigation Request Status history section of **Add/Modify Investigation Request Screen** of applicant?	☐	☐	☐	Contact your JCAVS account manager for changes. JPAS/JCAVS Desktop Resource Section 3
Has the applicant entered his/her Personnel Security Questionnaire (PSQ) in e-QIP, and validated and transmitted the PSQ to his/her agency via e-QIP?	☐	☐	☐	JPAS receives confirmation of this action from e-QIP in the **Investigation Request Status Notifications.**
Do I have a procedure to ensure all documents, Certification of SF86, Authorization for Release of Information and Release of Medical Information are associated with investigation request?	☐	☐	☐	If NO, the **Approve, Review and Approve** or **Submit to Disco** link will not appear. See steps below for Faxing or uploading documents.

INSTRUCTIONS

[ ] Select **Invest Rqst Status** from the menu. Click The **Investigation Request Status Notification.** The **Investigation Request Status Notification** Screen will appear. This screen will display Investigation Requests for a single SMO. Active requests (Pending, Initiated, and Ready for Review and Ready for Approval) and Inactive requests (Approved, Revised, Terminated and Stopped) can only be removed from display by the user in the SMO.

[ ] Check the expand box of the applicable name of the Investigation Request you plan to review. Click **confirm** to verify that the **SF86 Certification, Authorization for Release of Information**, and/or **Authorization for Release of Medical Information** (when applicable) have been associated with the Investigation Request. If document(s) are associated, the date and type will be displayed. If document(s) are not associated, you will have to fax or upload these document(s) to JPAS server. See steps below.

[ ] Click on the **Ready for Review PSQ** link for the applicable name of the record you plan to review. The **Add/Modify Investigation Request** screen will appear.

[ ] Scroll down to bottom portion of screen.

[ ] Click **View PSQ** link. File will open in another frame as a PDF file.

[ ] Review Personnel Security Questionnaire (PSQ) SF 86.

[ ] Click the **Documents** link. The **Investigation Request Document** screen will display. If releases were faxed or uploaded, they will display in **Document History** section. If links are available and highlighted, click links to review document(s) to ensure computer generated numbers match on Request (SF 86) and all documents. If all document(s) are correct, signed and associated, skip to fax and upload steps. If no document(s) are associated with **investigation request,** you can fax signed document(s) to JPAS Fax Server. (Fax Server number can be located on the JPAS Gateway) or Document(s) can also be uploaded from your hard drive location.

[ ] Click **View Blank Signature Pages** link. File will open in another frame as a PDF file. Review documents and print for applicant to sign. Once documents are signed, you can choose to fax document to server or scan to your hard drive location for uploading to server. See steps below for your choice. Check local procedure on who will fax or upload document for your organization.

FAX: Security professional or applicant can fax documents to JPAS fax server. Using Optical Character Recognition (OCR) and information on the faxed document, JPAS reads and associates the fax to the correct investigation request and document type. Faxed documents are stored in the JPAS repository until the Investigation Request is approved.

[ ] To FAX the documents:

a. Ensure the settings on the FAX machine are correct:

- **Fax Settings:** Select ADOBE print setting
- **Page Scaling:** Select NONE
- **Auto Rotate:** Select AUTO ROTATE CENTER
- **Advanced Tab:** Deselect PRINT AS IMAGE

b. Dial the JPAS Electronic submission fax number, which can be found on the JPAS gateway.
c. FAX document(s) to server. JPAS will validate document(s) and match with existing PSQ using unique **computer generated number** once document(s) are associated. Return to step 1 to re-verify.

- OR -

UPLOAD: Signed document(s) must be scanned and saved to a location on your hard drive to use this functionality. In order to recognize your saved scanned document(s), create a name for your document(s). Suggested naming convention (Name number form).

Examples of April Showers documents with unique number to investigation:

- **SF86 Certification** - showers123456cer
- **Authorization for Release of Information** - showers123456rel
- **Authorization for Release of Medical Information** - showers123456mel

[ ] To upload documents:

a. Click the **Documents** link on The **Add/Modify Investigation Request** screen for the investigation request you are reviewing, the **Investigation Request Document** screen will display.
b. Select document type from drop down menu on the **Investigation Request Documents** screen.
c. Click browse to search the file location where your document is saved.
d. Select release form from the location where you saved it on your hard drive. (This step must be done for each document you plan to upload).
e. Once file(s) are selected, click **Save** to remain on screen or Click **Save and Return** to return to **Add/Modify Investigation Request with Investigation Request Status** screen. If uploaded document have been received, the associated document(s) will be checked in the **Investigation Request Status History** section of the **Add/Modify Investigation Request** screen.

NOTE: The upload file size limit is 1 MB and only one form can be uploaded at a time. JPAS does not validate uploaded forms. Security officials must do a manual validation.

IMPORTANT
The computer generated number <u>must</u> match on the Investigation Request and all associated document(s).

[ ] **DoD User:** If after reviewing the PSQ and Signature Pages with no errors you would like to **Review PSQ** or **Review and Approve PSQ,** check the applicable radio button and proceed to Approval process steps.

Industry User: If after reviewing PSQ and Signature Pages with no errors you would like to submit to DISCO for Approval, select the **Submit to DISCO** radio button.

[ ] Click **Save** or Click **Save and Return.** (When you select **Save,** you remain on the same page. If you select **Save and Return**, you return to previous page.)

If during review you find errors or items that the applicant needs to update, you can select the **Revise PSQ** radio button.

If during review you determine the applicant no longer needs PSI, you can select the **Stop PSQ** radio button.

JPAS ACCESS MANAGEMENT MATRIX

Purpose: To direct Industry JPAS users to JPAS resources that are related to managing accesses in JPAS.

INDUSTRY SCENARIOS	JPAS ACTIONS AND RELATED DESKTOP RESOURCE SECTION
New employee is hired who will require access.	Always check the person's record to see if they have eligibility. Go to Section 2. How to Lookup a Record.
a. No JPAS Record exists.	Step 1. Create the Record. Go to Section 5. How to Add a Record. Step 2. Add a Category to the Record. Go to Section 6. How to Add a Category. Step 3. In-process that Category to your PSM NET. Go to Section 7. How to In-Process. Step 4. Initiate Investigation Request for the eligibility required. Section 13. JCAVS Interface with e-QIP.
b. No JPAS Record exists however: (Example: Subject had eligibility, access or an investigation with another Government Agency. i.e., Department of Energy, Department of State, Department of Justice. etc.)	Step 1. Create the Record. Go to Section 5. How to Add a Record. Step 2. Add a Category to the Record. Go to Section 6. How to Add a Category. Step 3. In-process that Category to your PSM NET. Go to Section 7. How to In-Process. Step 4. Send a notification to DISCO requesting they research. Provide all available information. Go to Section 14. How to Generate a Request to Research/Upgrade Eligibility (RRU).
c. Record exists with Valid DoD Eligibility.	Step 1. Add a Category to the Record. Go to Section 6. How to Add a Category. Step 2. In-process that Category to your PSM NET. Go to Section 7. How to In-Process. Step 3. Indoctrinate the Category into the Access required. Go to Section 8. How to Indoctrinate.
d. Record exists however there is no Valid DoD Eligibility, or the Eligibility reflected needs to be upgraded .	Step 1. Add a Category to the Record. Go to Section 6. How to Add a Category. Step 2. In-process that Category to your PSM NET. Go to Section 7. How to In-Process. Step 3. Initiate Investigation Request for the eligibility required. Go to Section 13. JCAVS. Interface with e-QIP.
Employee no longer requires access to classified information	
a. Employee is terminating employment.	Step 1. Debrief the Access. Go to Section 9. How to Debrief. Step 2. Out-process the Category from your PSM NET. Go to Section 10. How to Out-Process (Removal from PSM Net). Step 3. Put Separation date and reason in JCAVS. Go to Section 11. How to Enter a Separation Date.
b. Employee is continuing employment, however no longer requires access to classified information.	Step 1. Debrief the Access. Go to Section 9. How to Debrief.
c. Employee requires a higher or upgraded level of access. (Example: Employee presently has Secret access, however they are being assigned to duties requiring Top Secret access)	Step 1. Check the person's record to see if they have the appropriate eligibility. Go to Section 2. How to Lookup a Record. If they do, go to Step 2. If they do not, go to Step 3. Step 2. Indoctrinate the Category into the higher Access required. Go to Section 8. How to Indoctrinate. Step 3. Initiate Investigation Request for the eligibility required. Go to Section 13. JCAVS Interface with e-QIP.
d. Employee requires a lower level of access. (Example: Employee presently has Top Secret access, however they are being assigned to duties requiring only Secret access)	Step 1. Debrief the existing Access for the Category. Go to Section 9. How to Debrief. Step 2. Indoctrinate the Category into the Access required. Go to Section 8. How to Indoctrinate.

This is an instructional tool only and is not meant to dictate policy
For additional questions, clarification, and/or points of contact please refer to the JPAS web page located on the Defense Security Service website: www.dss.mil.